

PRESIDENT'S COUNCIL

Wednesday, November 20, 2019

9:00 a.m. – 12:00 p.m.

Location: **EGF Room 360**

Minutes

Present: Dennis Bona, Shannon Jesme, Jodi Stauss-Stassen, Mary Fontes, Kristi Lane, Jim Retka, Brian Huschle, Chad Sperling, Lars Dyrud, and Julie Fenning (recorder).

Absent: Curtis Zoller and Mike Curfman

1. President's Report – Bona

- a. **Enrollment** – Down 10% for Spring 2020. Down 8% for Fall 2019.
- b. **December 14** – Riverview Mental Health needs space for mental health event for local farmers on Saturday, December 14th. It was determined that we would open for that specific event. Chad will lead the effort to make prepare the facility for a nice event. **UPDATE:** The event was not held.
- c. **Football Decision** – Dr. Bona will be communicating the final decision regarding the football program to the college community Thursday afternoon, followed by a press release on Friday morning.
- d. **Human Resources Director Replacement** – The search process will begin in January. We will create a six-month contract for Becky Lindseth. She will begin December 2, 2019 and work through June 2, 2020. The goal is a July 1, 2020, start date for the new HR director.
- e. **Adult Basic Education (ABE) Lease** – Shannon is working through a new lease with Adult Basic Education. The annual rate is \$10,000 per year. This amount includes Northland computers and equipment and Northland IT support. ABE has requested additional space for a small dedicated computer lab. They are currently being bumped from the computer labs when Northland faculty/staff need the space for classes, testing, etc. Shannon is looking for a small space for five computers to house them temporarily until a more permanent solution can be established. Various space options were discussed. **ACTION:** It was determined to relocate the truck driving simulator to storage. This room (520) is ideal for a small computer lab (currently wired for computers), as it was adjunct faculty offices prior to housing the truck simulator.



2. Action Items

- a. **HLC Final Report: Update and Next Steps** – Brian gave an update on the status of the final report. The on-site review team's recommendation is that we have met the criteria and Northland will be reaccruited for another ten years. They have recommended a focused visit in four years, and that Northland change from an open pathway to a standard pathway. **ACTION:** Overall support to accept the final report and move to a standard pathway. Brian will submit the response letter.

3. Discussion Items

- a. **Apparel Colors/Branding** – There have been requests for uniforms and other apparel in colors that do not match the brand guidelines. Chad presented a patching system which will keep these apparel items on brand. **ACTION:** President's Council approved the patch system and Chad will add it to the official brand guidelines. Shannon shared that there have been several requests for black apparel. Discussion was held regarding using black when navy is the primary college color. **ACTION:** It was determined that black apparel will not be sold in the bookstore at this time, and that Shannon and Chad will look at offering employee apparel items in black.
- b. **Notary Publics** – Currently there are not any notary publics on the TRF campus. Angie Menge and Mary Fontes are the notary publics on the EGF campus. **ACTION:** Shannon will ask Brenda Bruggeman and an employee from student services to serve in this capacity on the TRF campus.

4. Informational Items

- a. **Weather-Related Closures** – Mike Curfman requested clarification on weather-related closures. If the college is closed, are athletics permitted to use the gym. The standard procedure is that this is not permitted; however, it was determined that it would be reviewed on a case by case basis with the director of facilities, athletic director, and campus dean. **ACTION:** The policy will be updated with the statement: *Exceptions will be determined on a case by case basis by administration.* **ACTION:** Kristi will send out her annual email to all employees regarding closures.
- b. **Civil Rights Review Visit Update** – Kristi has sent an email to all employees with the dates. Everyone has been notified of action items. She has created a file in Microsoft Teams for those who need to provide documentation. **ACTION:** Kristi, Mary, Brian, Jodi, Mike, Curtis, and Chad will meet following this meeting to discuss action items and required documents.
- c. **Business After Hours – December 19th** – Lars will be going to the Business After Hours tomorrow to announce our December 19th event. We are partnering with the Boardwalk Bar and Grill. **ACTION:** Email invitation will be to all employees. It was determined that this event will not be on the event calendar as



it is for Chamber members only. The event is Thursday, December 19, 4:45 p.m. – 7:00 p.m. **ACTION:** Lars will request to host a Business After Hours in Thief River Falls.

5. Individual Updates (limited to two minutes)

- a. Jodi Stauss-Stassen – Discussion was held regarding holiday coverage. It was determined that we will close to the public on December 24 and December 31 and will close at noon for all employees. Employees will need to take vacation or work with their supervisor to make up hours. It was approved to have light coverage over the two weeks. **ACTION:** An administrative coverage chart will be sent to employees once finalized.
- b. Mike Curfman - Absent
- c. Cutis Zoller - Absent
- d. Jim Retka – Fitness Centers will be closed over the holiday break.
- e. Brian Huschle
- f. Mary Fontes
- g. Kristi Lane
- h. Shannon Jesme – Working on the Institutional Cost Study which is due Friday.
- i. Chad Sperling is working on Northland's holiday video. He may be asking you or others in your departments to participate.
- j. Lars Dyrud requested everyone encourage students to apply for scholarships. There will be 70 workforce development scholarships (\$2,500 each) available for fall 2020.

6. Adjournment 11:33 a.m.

